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NORTHWESTERN UNIVERSITY BULLETIN

SCHOOL OF COMMERCE
THE GRADUATE DIVISION
1920 " 1921



CHICAGO AND EVANSTON

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The Graduate Division *of the* School of Commerce 1920-1921

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Calendar for Evanston Classes

1920

Sept. 20,	Mon.	Academic year begins.
Sept. 23,	Thu.	Lectures begin.
Oct. 5,	Tu.	Last day for the registration of candidates for advanced degrees.
Nov. 25,	Thu.	Thanksgiving recess, to Nov. 28, Sunday, inclusive.
Dec. 1,	Wed.	Last day for filing the titles of theses for advanced degrees.
Dec. 18,	Sat.	Christmas recess, to Jan. 3, Monday, inclusive.

1921

Feb. 3,	Thu.	Lectures for the second semester begin.
Mar. 24,	Thu.	Easter recess to Mar. 29, Tuesday, inclusive.
Mar. 31,	Thu.	Last day for filing application for fellowships and graduate scholarships.
May 14,	Sat.	Last day for the presentation of theses for advanced degrees.
May 21,	Sat.	Oral examinations of candidates for advanced degrees.
June 15,	Wed.	Sixty-third Annual Commencement.

Calendar for Chicago Classes

1920

Aug. 30,	Mon.	Registration begins.
Sept. 17,	Fri.	Opening convocation.
Sept. 21,	Tu.	Registration closes.
Sept. 22,	Wed.	First semester class work begins.
Nov. 24,	Wed.	Thanksgiving recess to Nov. 28, Sunday, inclusive.
Dec. 1,	Wed.	Last day for filing the titles of theses for advanced degrees.
Dec. 20,	Mon.	Christmas recess, to Jan. 2, Sunday, inclusive.

1921

Jan. 3,	Mon.	Class work resumed.
Jan. 29,	Sat.	First semester closes.
Feb. 7,	Mon.	Second semester begins.
May 14,	Sat.	Last day for the presentation of theses for advanced degrees.
May 21,	Sat.	Oral examinations of candidates for advanced degrees.
May 27,	Fri.	Last day of instruction.
June 15,	Wed.	Sixty-third Annual Commencement.

Administrative Officers

Lynn Harold Hough, Th.D., D.D., President of the University.

Ralph Emerson Heilman, Ph.D., Dean.

Walter Edward Lagerquist, Ph.D., Director of the Graduate Division.

Clarence Stephen Marsh, B.A., Educational Adviser.

Neva Olive Lesley, Secretary.

Bernice Elizabeth Collins, B.A., Recorder.

The Faculty

Walter Dill Scott, Ph.D., Professor of Applied Psychology.

†Earl Dean Howard, Ph.D., Professor of Economics.

Frederick Shipp Deibler, Ph.D., Professor of Economics.

Alfred William Bays, B.S., LL.B., Professor of Business Law.

Arthur Edward Andersen, B.B.A., C.P.A., Professor of Accounting.

Ralph Emerson Heilman, Ph.D., Professor of Economics.

Horace Secrist, Ph.D., Professor of Economics and Statistics and
Director of the Bureau of Business Research.

Walter Kay Smart, Ph.D., Lecturer in Business English.

Walter Edward Lagerquist, Ph.D., Professor of Finance.

Paul S. Peirce, Ph.D., Visiting Professor of Economics (University of Iowa).

Robert Jackson Ray, A.M., Visiting Professor of Economics (Olivet College).

Arthur J. Todd, Ph.D., Visiting Professor of Sociology (University of Minnesota).

Homer Bews Vanderblue, Ph.D., Associate Professor of Transportation.

David Himmelblau, B.A., B.B.A., C.P.A., Associate Professor of Accounting.

Eric Louis Kohler, M.A., C.P.A., Associate Professor of Accounting.

Clarence Stephen Marsh, B.A., Lecturer in Business English.

Fred E. Clark, Ph.D., Associate Professor of Economics and Marketing.

†Absent on leave.

Henry Post Dutton, B.E.E., Assistant Professor of Factory Management.

Guy Meredith Pelton, B.A., Assistant Professor of Accounting.

John Victor Tinen, B.S., Assistant Professor of Accounting.

LECTURERS

(In charge of regular courses of instruction)

James Harris Bliss, Jr., C.P.A.....	Accounting
*William Frank Bryan, Ph.D.....	English
John Rudolph Byland.....	Accounting
*Isaac Joslin Cox, Ph.D.....	Latin-America
*Ronald Salmon Crane, Ph.D.....	English
R. K. Das, Ph.D.....	Oriental Trade
Irving Garwood, M.A.....	English
†Joseph Henry Gilby, C.P.A.....	Accounting
*Harold Samuel Elmer Goodfellow, M.A...	English
Glen Lee Grawols.....	Accounting
*William Herman Haas, M.A.....	Commerce and Trade
*Ernest Herman Hahne, LL.B., M.A.....	Economics
Roy Hall, B.A., C.P.A.....	Accounting
*Clarion DeWitt Hardy, M.A.....	Argumentation
*Frazer Hood, Ph.D.....	Insurance
*Delton Thomas Howard, Ph.D.....	Psychology
James L. Jacobs, Ph.B., C.E.....	Organization
John Otis Johnson.....	Accounting
Paul K. Knight, M.A.....	Accounting
Arthur Quentin Larson, B.A.....	Accounting
F. H. McAdow.....	Credits
Harrison McJohnston, M.A.....	English
*Charles Augustus Myers, Ph.D.....	English
Alexander W. T. Ogilvie.....	Management
James Hamilton Picken, M.A.....	Advertising
*Franklin Bliss Snyder, Ph.D.....	Literature
John Joseph Strittar.....	Accounting

*Members of the Faculty of the College of Liberal Arts of Northwestern University.

†Absent on leave.

- John Charles Teevan, LL.B.....Business Law
 *Arthur Guy Terry, Ph.D.....History
 *Reginald de Koven Warner, M.A.....Spanish and French
 *Louis Winfield Webb, Ph.D.....Psychology
 Charles Conner Wells, B.A.....Economics
 *Merle Leslie Wright, B.A.....Effective Speaking

SPECIAL LECTURERS

Robert L. Ardrey, President, American Foreign Trade League.
 Francis X. Busch, Attorney at Law.
 Gilbert L. Campbell, Federal Board for Vocational Education.
 Mark W. Cresap, Secretary and Treasurer, Hart, Schaffner & Marx.
 Ralph B. Dennis, formerly American Vice-Consul in Russia.
 H. W. Dickerson, National Lead Company.
 S. John Duncan-Clark, Chicago Evening Post.
 Myrle C. Evans, Employment Manager, International Harvester Company.
 Edward P. Farwell, Local Manager, Babson Statistical Organization.
 Montague Ferry, Armstrong Bureau of Related Industries.
 William S. Ford, Arthur Young & Company.
 C. A. Hanson, The Dictaphone Company.
 Arthur L. Hill, Bureau of Foreign and Domestic Commerce.
 Willard E. Hotchkiss, National Wholesale Tailors Association.
 Paul C. Johnson, Arthur Andersen & Company.
 Albert C. MacMahon, National Cash Register Company.
 Robert J. Magill, Sales Department, J. W. Butler Paper Company.
 Charles F. McConnell, Sears, Roebuck & Company.
 Lynn W. Meekins, Bureau of Foreign and Domestic Commerce.
 Herbert Pope, Butler, Lamb, Foster & Pope.
 Fred M. Simons, Jr., Arthur Andersen & Company.
 Arthur E. Swanson, Firestone Tire & Rubber Company.
 Frank E. Weakly, Montgomery Ward & Company.
 Louis D. H. Weld, Swift & Company.
 George Woodruff, First National Bank, Joliet, Illinois.
 Arthur H. Young, President, Chicago Council, The National Association of Employment Managers.

*Members of the Faculty of the College of Liberal Arts of Northwestern University.

General Statement

Northwestern University School of Commerce offers a comprehensive professional course of training in business. The purpose of the School is to train the student for business on the basis of a broad outlook on life, to give him thorough knowledge of the principles that underlie business action, and to acquaint him with efficient business practice. The instruction has been planned to give him an understanding of the public relations of business and a broad survey of business facts and experience, to develop the power of accurate analysis, and to prepare the student for leadership as a business executive.

The School of Commerce was established in June, 1908, with 255 students. Its enrollment has increased rapidly, until today its total registration in all courses substantially exceeds three thousand students.

The School is well equipped to offer training in business. Its location in a great urban center enables members of the faculty to maintain a close contact with the operation of modern business, and with business practice. It also permits of numerous inspection trips to important industrial, manufacturing and merchandising establishments by the students. It further makes it possible to utilize successful business men as instructors in certain specialized courses, and as general lecturers in various fields.

The policy of the School is to identify itself closely with the business life of the community, in the belief that in this way it will be able to render a larger service both to its students and to the business world.

The Graduate Division of the School of Commerce offers two plans of instruction leading to the degree Master of Business Administration. One plan is for day students who do the major portion of their work in degree courses in Harris Hall on the University Campus in Evanston. The other plan is for students who take all of their work in late afternoon, evening and Saturday courses, given in the Northwestern University Building in Chicago.

Admission

REQUIREMENTS FOR ADMISSION

All applicants for admission to the School of Commerce, who have received a professional or a bachelor's degree from a college, scientific or professional school of recognized standing, are required to register with the Graduate Division of the School of Commerce. Those who wish to become candidates for an advanced degree in this School must present proper certificates of qualification. The period of time required to obtain such a degree will be determined after consideration of the candidate's individual qualifications.

REGISTRATION

Registration with the Graduate Division, whether or not the applicant is a candidate for a degree, must be made not later than the dates indicated in the respective calendars for Evanston and Chicago classes, page 3. The applicant is required to file an official copy of his college record and to furnish a statement of the courses of study to be pursued which must be approved by the Director of the Graduate Division.

Students who expect to carry the major portion of their work in the Evanston classes will file their applications at the Evanston office of the School of Commerce, Room 316, Harris Hall; those who expect to carry the major portion of their work in the Chicago classes will file their applications in the office of the Graduate Division of the School of Commerce, Northwestern University Building, 31 West Lake Street, Chicago.

Requirements for Degree

The degree Master of Business Administration will be conferred under the following conditions:

I. TIME AND RESIDENCE REQUIREMENTS

For candidates who have received a Bachelor's degree and have taken an equivalent of a major in economics or commerce in this University or any other college, scientific or professional school of approved standing, the usual standard requirement for the degree Master of Business Administration is one year of full-time residence work in day classes, consisting of twenty-six semester-hours.

Students who have received a Bachelor's degree in Liberal Arts, either from Northwestern University or from a college or university

of approved standing, but who have not the equivalent of a major in economics or commerce, will ordinarily be required to spend two years in full-time residence study, in day classes, in order to obtain the degree.

Students pursuing all of their work in evening and Saturday classes in Chicago will be required to complete an amount of residence work in such classes which shall be equivalent to the requirements of candidates for the degree in day work. The period of time required to qualify for the degree through a part-time program in these classes will depend upon the amount of work which the student carries.

A student in the School of Commerce who, during his undergraduate course, has completed more than the required one hundred and twenty hours for his Bachelor's degree, may receive credit for such excess toward a Master's degree upon the approval of the Director of the Graduate Division, but in no case will the degree Master of Business Administration be conferred in less than one year after the conferring of the Bachelor's degree.

2. COURSE REQUIREMENTS AND THESIS

The candidate must have completed in residence work credits amounting to twenty-six semester-hours in approved courses. At least one-half of the credits presented toward fulfilling this requirement shall be from courses as advanced as those of the "C" group. Purely elementary courses may not be presented. No group of courses below the "B" group of courses will be accepted. The instructor in any course at his discretion may require work additional to regular class work in the courses taken for graduate credit.

The candidate must present a thesis on an approved subject in the field of his study. In connection with his thesis, some original investigative work is required in the business upon which the candidate is writing. The subject of this thesis must be filed with the Director of the Graduate Division not later than the first of December, on a form furnished by the Office, and the completed thesis must be filed not later than the fifteenth of May. It must be printed or typewritten in prescribed form and a second copy must be furnished the School of Commerce Library.

3. APPLICATION AND EXAMINATION

Formal application for the degree must be made before November first of the academic year in which the degree is granted.

The final oral examination of candidates for the degree takes place at the University at an appointed date within the last two weeks of May. The examination shall be conducted by a committee of the faculty of the School of Commerce of not less than five members.

The degree, Master of Business Administration, is not awarded merely as result of pursuing a specified number of courses. Students are expected to meet the requirements imposed with the professional spirit and measure of precision demanded in well-regulated business houses. As the course progresses, they should acquire ability to analyze business situations and to apply fundamental principles to the solution of practical business problems. If after a reasonable time a student's work does not give promise of effectiveness in the business field, he is discouraged from continuing the course.

General Information

THE LIBRARY

The University Library in Evanston is open to officers of the University, and to students upon the payment of their regular semester bills. In addition to the University Library, there are available to the students of the School of Commerce the Commerce Library in the Northwestern University Building, Chicago; the Elbert H. Gary Library of Law, housed in the same building; the John Crerar Library, the Public Library of Chicago, and the Newberry Library. The John Crerar Library is very completely equipped with materials for use in business research.

FIELD WORK

In many of the courses a substantial amount of field work is provided, in addition to the classroom instruction. This consists of inspection trips through various manufacturing and merchandising establishments in and around Chicago, and investigative work conducted by the student in such plants on special subjects or assignments under faculty supervision. In some courses a student will be assigned to conduct such work in some one selected establishment, and in other courses the field work will include study and observations conducted at several plants. The purpose of this field work is to utilize the opportunities of Chicago in such a way as to provide the student with actual laboratory or clinical facilities for the scientific study of business, and to supplement the classroom instruction with concrete and illustrative material.

THE BUREAU OF BUSINESS RESEARCH

The Bureau of Business Research is an integral part of the School. It has for its purpose the conduct of investigation and research regarding business principles and the securing of data concerning business practice. The material thus secured is used for instructional purposes in the classroom, and so far as feasible is made available to all who are interested.

Through the Bureau an opportunity is supplied to graduate students to take an active part in research work and closely to connect the same with the thesis which is required of each student. This opportunity extends both to the collection and the interpretation of material and furnishes students the privilege, under certain circumstances, of establishing close contact with Chicago business houses.

The Bureau is now conducting a survey of industrial and personnel problems connected with the book and job printing industry in Chicago and has in process a comprehensive survey of the retail cost of distributing clothing in the United States. Various other investigations are undertaken from time to time. It is the aim of the Bureau to furnish to all graduate students an opportunity to view business in a concrete way and to help to determine the principles and practices which govern it.

EMPLOYMENT FOR GRADUATES

Although the School of Commerce does not promise to secure positions for its graduates, it has organized a Bureau of Employment through which it makes a systematic effort to find positions for students who have made a good record in the School. It has proved of large value in aiding students to make satisfactory connection with business firms upon the completion of their study.

BUSINESS FELLOWSHIPS

Arrangements have been made with the National City Bank of New York to select annually one or more students from a group recommended by the School of Commerce, to spend in that institution a full year consisting of summer vacations and a period immediately following graduation. The student will be paid at the rate of from \$1,350 to \$1,500 per year by the bank, and will be allowed a maximum sum for traveling expenses.

Several Chicago firms will employ, during vacations, a selected number of students who have definitely decided to enter the line of business in which the respective firms are engaged.

FELLOWSHIPS

Five teaching fellowships are awarded each year. These fellowships carry an honorarium of \$500 each, and tuition; applications should be filed before July first.

ASSISTANTSHIPS

A few assistantships are open to assist competent graduate students to do graduate work. The remuneration depends upon the amount and the character of the work done. Application for appointment should be made at the time of application for admission.

Fees and Expenses

EVANSTON CLASSES

Matriculation Fee—Payable on the student's first admission to the University, not refundable or transferable. \$ 5.00

Tuition—Payable each semester, in advance:

Regular full tuition and incidentals.	100.00
Ordained ministers; wives, sons and daughters of ministers	60.00
Students pursuing a single study, i. e., work not exceeding six hours a week.	60.00
Ordained ministers; wives, sons and daughters of ministers pursuing a single study.	50.00
Registration in excess of eighteen hours.	10.00

Laboratory Fees—Students are held responsible for waste or breakage in laboratory courses, but no definite laboratory fees are charged. In Chemistry a deposit of five dollars for each course to cover breakage, etc., is required and the unused balance is returned at the end of the semester. A coupon book for materials used in Chemistry is also required; coupons not used are redeemable at the end of the semester.

Gymnasium Supplies—Charged women students using the gymnasium, to cover the rental of a locker, the use of a regulation bathing suit, towels, laundry, etc. 2.50

Student Enterprises—Charged all undergraduates, each semester, for general student activities. This fee secures to the student admission to all athletic games and oratorical contests under the control of faculty committees. 2.50

<i>Late Registration</i> —For registration after the first Wednesday in the first semester and after the first Saturday in the second semester	\$2.00
<i>Changes in Registration</i> —For any change in registration after the first full week of a semester.....	1.00
<i>Deferred Tuition Payment</i> —For payment after the first ten days of the semester.....	2.00
<i>Special Examinations</i> —For each examination taken at a time other than that provided in the regular schedule.....	2.00
<i>Graduation Fee</i> —Charged persons taking any degree in the School of Commerce. Payable on the first day of May of the year of graduation.....	10.00
<i>Students Registered in Two Departments</i> —A student whose primary registration is in another department of the University pays the fees of that department and may register in the School of Commerce without additional fees for tuition for such courses as may be approved by both faculties concerned.	
<i>Bills for fees are made out at the Office of the School of Commerce in Harris Hall. Payment is made at the Business Manager's Office, 518 Davis Street, Evanston. Checks should be made payable to "Northwestern University," and all payments should be made in currency or in Chicago exchange.</i>	

REFUNDS—EVANSTON CLASSES

No fees for instruction or incidentals will be refunded except in cases of sickness. If on account of his serious illness a student withdraws before the middle of a semester, one-half of his tuition fee will be refunded, providing he secures from the Dean a statement of honorable standing, and from a physician a certificate that his health will not permit him to remain in attendance. Application for a refund must be made before the close of the semester for which the fee was paid.

LOAN FUNDS—EVANSTON CLASSES

The University receives annually a considerable sum of money to be lent to worthy students on the recommendation of a faculty committee. Satisfactory scholarship and promise of service are essential to securing such assistance. Loans cannot in general be made until the student has been in residence for at least a half year.

CHICAGO CLASSES

<i>Registration Fee</i> —Payable once each year, not refundable or transferable	\$ 5.00
<i>Tuition</i> —Payable each semester, in advance:	
Not transferable. Refundable only under conditions stated in regulations governing refunds (see below). Tuition bills are not mailed. Students must assume the responsibility of calling at the Office of the School for their bills, and of ascertaining, from instructions posted on the bulletin boards, the dates when payments are due.	
5 2-hour semester subjects.....	50.00
4 2-hour semester subjects.....	45.00
3 2-hour semester subjects.....	40.00
2 2-hour semester subjects.....	32.50
1 2-hour semester subject.....	20.00
*1 4-hour semester subject.....	40.00
1 additional 2-hour semester subject.....	12.50
2 additional 2-hour semester subjects.....	20.00
3 additional 2-hour semester subjects.....	65.00
2 4-hour semester subjects.....	65.00
<i>Late Registration Fee</i> (consult Calendar of current semester for registration dates)	2.00
<i>Delinquent Tuition Fee</i> —For payment after close of first week of the semester.....	2.00
<i>Change of Subject Fee</i> —For change of subject or class section after second week of the semester.....	2.00
<i>Lecture Note Fees</i> —Charged in certain courses where the text is in the form of mimeographed lectures. Fee, depending upon the course, varies from.....	\$1.00 to 3.00
<i>Special Examination Fee</i> —Charged for each examination taken at a time other than that provided in the regular schedule	2.00
<i>Graduation Fee</i> —Paid in the year of graduation by all candidates for Diploma or Degree.....	10.00

*(1) This rate of \$40.00 for a 4-hour course is charged new students registering in the second semester. It may be paid as follows: \$20.00 on or by February 14; \$20.00 on or by April 11.

(2) Students who have paid in full the tuition for one or more courses taken through the first semester and who wish to register for a 4-hour course in the second semester of the same year are charged for such course the regular two-subject rate of tuition, \$32.50.

REFUNDS—CHICAGO CLASSES

Refund of one-half the tuition for the semester may be made if the student completely withdraws from School, *before the middle of the semester*, for one of the following reasons:

1. *Illness* so serious that the student's physician certifies further school attendance in that semester to be impossible.
2. *Transfer out of Chicago*, or immediate vicinity, by firm with which student is employed at time of registration.

Written application for refund must be made before the end of the semester in which the student withdraws, and must be accompanied by either physician's certificate or letter from management of the company with which employed.

No refund is made of amounts less than \$10.00.

In all cases other than those stated above, the student must assume the risk of changes in business and personal affairs.

All refunds are made through the Business Office of the University and must be authorized by the Board of Trustees. The necessary procedure in such cases takes from two to three weeks. Check is mailed direct to the student from the Business Office in Evanston.

CREDIT FOR DISCONTINUED COURSES—CHICAGO CLASSES

If a student, who has paid tuition in full for the semester, withdraws from school or discontinues part of his work before the middle of the semester, because of circumstances other than those for which refund may be made, he may secure a credit of one-half the tuition involved. This credit will apply to any work for which he may register up to and including the corresponding semester of the year following withdrawal.

Student must make *written application* for such credit, giving reason for withdrawal, within *one month* after last class attendance.

Tuition credit is not refundable or transferable.

Description of Courses

The following description includes only those courses offered by the School of Commerce and co-operating departments of the University, which are acceptable for graduate credit. Numerous other courses, more elementary in character, are offered, but may not be presented to apply for credit toward the degree Master of Business Administration.

For description of such introductory courses, see School of Commerce announcements of the Diploma and Undergraduate Courses.

Accounting

PROFESSOR ANDERSEN, PROFESSOR HIMMELBLAU, PROFESSOR KOHLER,
PROFESSOR PELTON, PROFESSOR TINEN, MR. BLISS, MR. HALL,
MR. LARSON, MR. KNIGHT, MR. GRAWOLS, MR. STRITTAR,
MR. BYLAND, MR. JOHNSON

BI. *Accounting II—Intermediate*—A continuation of Accounting I designed to train the student in analyzing business facts by accounting methods. Statement of affairs; realization and liquidation accounts; executorship and trustee accounts; statement of application of funds; formation of corporations; capital and revenue expenditures; branch and agency accounting; proration of overhead costs. The balance sheet audit; the relation of the accountant, as auditor, to business; a study of specimen audits; preparation of reports by students. Given in Evanston, first semester, repeated in the second semester. Mon., Th., 1:30 to 3:30. Open to students who have completed Accounting I. *Credit, four semester-hours.* Professor Kohler. Given in Chicago, first and second semesters, Sec. A, Mon., 7:15 to 9:15; Sec. B, Wed., 7:15 to 9:15; Sec. C, Th., 7:15 to 9:15. *Credit, four semester-hours.* Second semester, Sec. D, Mon., 7:15 to 9:15. *Credit, two semester-hours.* Professor Kohler, Professor Pelton, Mr. Knight.

CI. *Accounting III—Advanced*—Continuation of Accounting II, primarily for those expecting to enter the accounting profession. Students completing Accounting III and the C. P. A. Review course should be prepared to take the state Certified Public Accountant examination. Special points in connection with the audit of municipalities, institutions, banks, investment and insurance companies, land companies, publishers, mines, public utilities, contractors, etc. Investigations for special purposes; systems; income tax; consolidated balance sheets and income statements. Given in Chicago, first and

second semesters, Wed., 7:15 to 9:15. *Credit, four semester-hours.* Mr. Bliss.

D1. *Accounting IV—Postgraduate*—A course similar to a seminar conducted for students desiring original research in the accounting field. Students will make individual reports on assignments from the instructor, and will prepare a thesis on a selected topic. To be elected only by permission of Professor Andersen. Given in Chicago, a year course, hours to be arranged. *Credit, four to eight semester-hours.* Professor Andersen, Professor Himmelblau, Professor Kohler, Professor Pelton, and Mr. Bliss.

C2. *Factory Cost Accounting*—Accounting incident to the purchase, receipt and issue of raw and finished materials, payrolls, and factory expenses, and the scientific distribution thereof; issuance of shop orders; perpetual inventories; productive and non-productive labor; recording and paying of wages; piece work, profit-sharing and premium or bonus systems; factory overhead expenses; rent and interest in costs; system of repair, renewal and construction orders and the allocation of selling, distributing and administrative expenses; the use and value of graphic charts in the final assembly of data and statistics. Open to students who have completed Introductory Cost Accounting or its equivalent. Registration on permission of instructor. Given in Chicago, first and second semesters. Mon., 7:15 to 9:15. *Credit, four semester-hours.* Professor Himmelblau.

C3. *Public Service Corporation Accounting*—Railways, street railways, telephone, telegraph, gas, water, electric light and other public service corporations; plant costs, interests, discounts and securities; going value, evaluation of franchises, maintenance expenditures, depreciation, control over income and expenditures, principles of analyzing costs for determination of rates, financial statements, compilation of statistical data. Open to students who have had the equivalent of Accounting II. *Credit, four semester-hours.*

D2. *C.P.A. Review*—Thorough practice work in classroom to prepare candidates for Certified Public Accountant examinations. The object is to train students to apply accounting principles and to work in classroom under substantially the same conditions as in examination room. Practical accounting problems; auditing and theory of accounts; analysis and discussion. The last hour is devoted to an open discussion of the solutions to problems assigned. Instruction is largely individual. Given in Chicago each semester; a twelve weeks' course immediately preceding the C. P. A. examination. Sat., 2:15 to 5:15. *Credit, two semester-hours.* Mr. Bliss.

C4. *Federal Taxation*—This course is intended to present to accountants, lawyers, business executives and others interested in the subject of taxation, detailed knowledge of the requirements of Federal and State tax laws, which will enable them to prepare returns which will be satisfactory to both the Government and taxpayer. The course will call for a more detailed study of the tax laws than is contemplated in the special course which will be given on Federal taxes. It will also embrace a general study of the local tax laws. Given in Chicago, first semester, Mon., Thu., 7:15 to 9:15. *Credit, four semester-hours.* Professor Kohler.

Federal Taxation, Special Course—A series of six lectures on the subject of federal taxes; the accounting and legal phases of the preparation of returns; a review and interpretation of Treasury Department and Court decisions. Given in Chicago. Dates to be announced. Professor Andersen.

DEGREE OF CERTIFIED PUBLIC ACCOUNTANT

By act of the Illinois General Assembly passed May 15, 1903, provision is made for the examination for the degree of Certified Public Accountant which is conferred by the State. Copies of the law and regulations governing the examination may be obtained by addressing Mr. C. M. McConn, Secretary, Committee on Accountancy, Urbana, Illinois.

Business Law

PROFESSOR BAYS, MR. TEEVAN

B1. *Business Law III*—Corporations; partnerships. Given in Chicago, first semester, Fri., 7:15 to 9:15. *Credit, two semester-hours.* Mr. Teevan.

B2. *Business Law IV*—Trade-marks and unfair competition; suretyship, banks and banking. Given in Chicago, second semester. *Credit, two semester-hours.* Professor Bays.

B3. *Business Law V*—Law of real and personal property, insurance. Given in Chicago, second semester, Fri., 7:15 to 9:15. *Credit, two semester-hours.* Mr. Teevan.

Banking and Finance

PROFESSOR LAGERQUIST, MR. MC ADOW, MR. HAHNE

Money and Banking (Economics B1)—A brief discussion of the history and principles of money; the monetary system of the United States, including some of our past problems and their solution; theory

of the value of money; index numbers. Principles of banking and functions of banks and of bank credit; foreign exchange and gold movements; history of banking in the United States; foreign banking systems; our banking system today with particular emphasis on the Federal Reserve System; required in the first year of the course in Business Administration. Given in Evanston, second semester, Mon., Wed., Fri., 8. *Credit, three semester-hours.* Given in Chicago, Th., 7:15 to 9:15. *Credit, four semester-hours.* Professor Lagerquist and Mr. Hahne.

Corporation Finance (Economics B3)—Corporate organization in modern business; the salient points in its legal organization; classification of the instruments of finance; promotion, underwriting, capitalization, earnings, expenses, surplus, manipulation, insolvency, receivership, reorganization, and regulation. Open to students who have completed the elements of Economics. Required in the first year of the course in Business Administration. Given in Evanston, first semester, Mon., Wed., Fri., 9. *Credit, three semester-hours.* Given in Chicago, first semester, Mon. and Th., 6:05 to 7:00. *Credit, two semester-hours.* Professor Lagerquist.

Investments (Economics C10)—Markets and their influence on the price of securities. Elements of sound investments and methods of computing net earnings, amortization, rights, and convertibles. Government, municipal, railroad, steamship, street railway, gas, electric, water power, real estate, timber, and irrigation securities as investments. Open to students who have completed Economics B1. Given in Evanston, second semester, Mon., Wed., Fri., 9. *Credit, three semester-hours.* Given in Chicago, second semester, Mon. and Th., 6:05 to 7:00. *Credit, two semester-hours.* Professor Lagerquist.

Advanced Money and Banking (Economics C1)—The Federal Reserve System; a review of its chief features; effect of the System and of the European War on our banking practices, problems and financial relationships. Bank credits and credit analysis; collections and clearings; foreign exchange; money markets and rates, and bank investments. Crises, their history and theory; the Federal Reserve System as a preventive of panics. Agricultural credit here and abroad; the Federal Farm Loan Act. Open to students who have completed Money and Banking, and Corporation Finance. Given in Evanston, first and second semesters, Mon., Wed., Fri., 8. *Credit, six semester-hours.* Given in Chicago, first and second semesters, Wed., 7:15 to 9:15. *Credit, four semester-hours.*

Special Problems in Corporation Finance and Investment Securities (Economics D2)—A critical study is made of selected problems, such as working capital, valuation, surplus, reorganizations, special investment security problems, etc. Each student is required to undertake an individual investigation. Open to Commerce students only. Given in Evanston, second semester. Hours to be arranged. *Credit, three to six semester-hours.* Professor Lagerquist.

Credits and Collections (Commerce B1)—This course deals with the problems of the credit man and the credit department; the organization of the credit department, methods, operation, basis of credit, use of credit instruments, classes of credit, analysis of financial statements, relation of credit and sales departments and legal rights of the debtor and creditor. Given in Chicago, first semester, Sat., 2:15 to 4:15. *Credit, two semester-hours.* Mr. McAdow.

Stock Exchange Organization and Money Markets (Economics C16)—A study is made of the technical stock exchange organizations, the methods, operation, their influences on the security market and their public relationship. An extensive analysis is made of the financial market, the factors controlling these markets, both domestic and international, the method of analysis used in practice with special relation to security prices. Open to students who have completed the course in Investments or Advanced Banking. Given in Evanston, first semester. Hours to be arranged. *Credit, two semester-hours.* Given in Chicago, first semester, Sat., 2:15 to 4:15. *Credit, two semester-hours.* Professor Lagerquist.

Commerce and Trade

PROFESSOR CLARK, PROFESSOR COX, PROFESSOR HAAS, MR. PICKEN,
DR. DAS

Advertising (Commerce B2)—A study of advertising in all its phases; training of advertising men. Based on practical investigations and a study of recent advertising campaigns. National display advertising, retail and department store advertising, poster advertising, specialty advertising, electric signs and other advertising methods. Students are required to submit original work. Considerable attention is given to the psychological principles underlying successful advertising. Some attention is given also to the wider economic and social aspects of advertising. Given in Evanston, first semester, Wed., 4 to 6. *Credit, two semester-hours.* Open to Commerce students only. Given in Chicago, first semester, Mon., 7:15 to 9:15; second

semester, Tu., 7:15 to 9:15. Open to students who have had a course in elementary psychology, or some practical work in the advertising field. *Credit, two semester-hours.* Mr. Picken.

Marketing and Distribution (Economics B12)—Factors in our distributive system including manufacturer; general and specialty wholesaler; jobber and sub-jobber; commission merchant; factory agent; broker; department, specialty, general, syndicate stores; general retailer; mail order retailer; retail agent and salesman. Sales, advertising and credit organization and management of the factors in the various schemes of distribution. Given in Evanston, first semester, Mon., Wed., Fri., 11. *Credit, three semester-hours.* Open to Commerce students only. Given in Chicago, first semester, Th., 7:15 to 9:15. *Credit, two semester-hours.* Professor Clark.

Selling Policies (Commerce C1)—This course will deal with the problems of sales management, selling methods and the elements of sales campaigns. Typical problems are analyzed and the methods of follow-ups are studied. Among topics considered are principles of personal salesmanship, building a sales organization, the duties of a sales manager, the training and selecting of salesmen, devising selling methods, planning of sales campaigns, etc. Given in Evanston, second semester, Mon., Wed., Fri., 11. *Credit, three semester-hours.* Open to Commerce students only. Given in Chicago, second semester, Th., 7:15 to 9:15. *Credit, two semester-hours.* Professor Clark.

Sales Correspondence (Commerce B3)—An advanced course in sales correspondence methods, based on practical work in the field; study of results of sales literature as used by leading firms. Principles of sales correspondence emphasizing the psychological background of successful correspondence. Problems in correspondence; the writing of letters and circulars; analysis of the writer's work. Given in Chicago, second semester, Mon., 7:15 to 9:15. *Credit, two semester-hours.* Mr. Picken.

Resources and Trade (Commerce B4)—A study of resources and the production of, and trade in, commodities as influenced by environmental conditions; emphasis is laid on natural resources, agricultural, forest and mineral, and the industry or product arising from the resource. In each group the more important products will be singled out for detailed study of their occurrence, production and exchange. A study is made of other nations, both as consumers and as producers, but the resources and trade of the United States are studied more in detail and are made the basis of comparisons. Given in Chicago, first

semester, Tu., 7:15 to 9:15. *Credit, two semester-hours.* Professor Haas.

World Commerce (Commerce B5)—A study of foreign trade as a factor in national development; the basis of international trade with a study of factors affecting the volume, the character, and the direction of trade; the great trade routes on land and sea, and the leading commercial nations of today; commercial rivalries, and the part of the United States as a commercial nation of the future. Given in Chicago, second semester, Tu., 7:15 to 9:15. *Credit, two semester-hours.* Professor Haas.

Foreign Trade (Economics B11)—Significance. Method of investigating whether a foreign market exists for a class of goods, and where it exists. How a foreign market can be developed: the nature of the article—its uses, possible substitutes, customs, habits, social or economic conditions affecting the possible use in a foreign country. Modification of the articles to meet foreign needs or prejudices and to facilitate shipment. Work of consular service. International credits; selling methods in international trade; packing; invoices; the contract; the voyage; the delivery; international exchange. Given in Chicago, first and second semesters, Fri., 7:15 to 9:15. *Credit, four semester-hours.* Professor Clark.

Latin-America (Commerce C2)—Colonial establishments of Spain and Portugal in South America; subsequent development of customs, institutions, social and economic life, methods of trade and commerce: Mexico, Central America, West Indies, Brazil, with special emphasis upon Argentine, Chile and Peru. Relations of these countries with each other, with the United States, and with Europe. Given in Chicago, first semester, Wed., 6:05 to 7:00; second semester, Tu., 7:15 to 9:15. *Credit, four semester-hours.* Professor Cox.

Oriental Trade (Commerce C3)—The trade of the United States with oriental countries—the Philippines, Japan, China and India. The course will deal with each of these countries separately, under the following heads: the land, the people, racial characteristics, social organization, industrial development and organization, trade and commerce, business and economic relations with the United States. Given in Chicago, second semester, Wed., 7:15 to 9:15. *Credit, two semester-hours.* Dr. Das.

Geography of North America (Geology B12)—A study of the influence of geographic conditions on the development of North America as a whole; the physical features and climatic conditions modifying life; the character and distribution of each nation's re-

sources, their exploitation, and problems of conservation; the place of each North American nation as a part of the industrial and commercial world. Open to students who have completed Geology A5. Given in Evanston, second semester. Hours to be arranged.

Geography of South and Central America (Geology C7)—A study of the influences of geographic conditions on the development of the different South and Central American countries; the physical features, climatic conditions, and general relationships; a study of the geography of each country with special emphasis on present conditions and development as an index of future possibilities. Special emphasis will be placed upon our trade with South and Central American countries. Open to students who have completed Geology B12. Given in Evanston, first semester. Hours to be arranged.

Geology—Other courses dealing with physical and geographical conditions with respect to their bearing upon the natural resources and trade relations of North and South America, are offered by the Department of Geology in the College of Liberal Arts.

Economics

PROFESSOR DEIBLER, PROFESSOR HEILMAN, PROFESSOR SECRIST, PROFESSOR VANDERBLUE, PROFESSOR CLARK, PROFESSOR PEIRCE, PROFESSOR RAY, PROFESSOR TODD, MR. HAHNE, MR. WELLS, MR. MC JOHNSTON

B4. *Sociology*—Social evolution and progress, with particular reference to social laws; social institutions, such as the family, the state; social progress, and physical, psychical, economic, and political factors in social progress. Given in Evanston, Mon., Wed., Fri., 8. *Credit, three semester-hours.* Given in Chicago, second semester, Th., 5:15 to 7:00. *Credit, two semester-hours.* Professor Todd.

C2. *Business and Government*—The relations between the public and public service corporations. The necessity of regulation, various methods of control—the franchise, the indeterminate permit, public utilities commissions. The development by regulating bodies, and by utilities, of the principles of valuation, rate-making, service, and capitalization. Government ownership, the significance of the movement, its economic and political aspects. The relations between government and private businesses. The proper scope of regulation, constitutional and legal aspects of regulation. Regulation of competition. Control of corporations and trusts. Labor legislation. Government promotion and encourage-

ment of business, co-operation between government and business, public activities of business organizations, elements of a national policy towards business. Activities of the Federal Trade Commission, the United States Department of Commerce, and other government agencies. Required of Commerce students in their second year. Given in Evanston, second semester, Tu., Th., 9. *Credit, two semester-hours.* Given in Chicago, second semester, Mon., 5:15 to 7:00. *Credit, two semester-hours.* Professor Heilman.

Government—Other courses in Government are offered by the Department of Political Science in the College of Liberal Arts. These courses may be elected by Commerce students who can satisfy the prerequisites fixed by the Department.

C3. *Labor Problems and Trade Unionism*—The development of a wage-earning class with special emphasis on economic causes. Problems of woman and child labor. Immigration. Early organizations of labor. Trade union history, structure, methods and policies. The trade agreement, strikes, arbitration, the injunction and the legal responsibilities of the union. Open to students who have completed Economics A. Given in Evanston, first semester, Mon., Wed., Fri., 8. *Credit, three semester-hours.* Professor Deibler.

C4. *Labor Conditions and Labor Legislation*—Factory conditions in respect to hours, wages, sanitation. Industrial accidents, safety standards and accident prevention. Limitation of hours. Workmen's compensation. Laws regulating the employment of women and children. Unemployment insurance. Minimum wages. Labor bureaus and the administration of labor laws. Open to students who have completed or are taking a course in the B group of courses in the Department of Economics. Given in Evanston, second semester, Mon., Wed., Fri., 8. *Credit, three semester-hours.* Professor Deibler.

B6. *Elements of Public Finance and Taxation*—The nature of the state; theories and classification of public expenditures; national, state and local expenditures; budget making in theory and practice. The theory and practice of taxation. Property, income and inheritance taxes. National, state and local tax systems and administration. Open to students who have completed Economics A. Given in Evanston, second semester, Mon., Wed., Fri., 9. *Credit, three semester-hours.* Professor Secrist.

C7. *Principles of Taxation*—Historical survey of early taxation with respect to tax principles; justice in taxation; theories of taxation; distribution of taxation; present tendencies and reform in

taxation. Open to students who have completed Economics B6. Given in Evanston, a semester course, Mon., Wed., Fri., 10. *Credit, three semester-hours.* Professor Secrist.

Industrial Relations

PROFESSOR WALTER DILL SCOTT, PROFESSOR DUTTON

Employment Management (Commerce B6)—A course designed to meet the demand for instruction in the scientific adjustment of the relations of employer and employee. The employment department, its organization and functions, its relations with the management, with foremen and with workmen. Labor turnover and absenteeism. Their significance and costs, methods of determining and reducing. Rate setting, safety and welfare work. Given in Evanston, second semester, Tu., Th., Sat., 8. *Credit, three semester-hours.* Given in Chicago, second semester, Tu. and Fri., 7:15 to 9:15. *Credit, four semester-hours.* Professor Dutton.

Personnel and Labor Administration (Commerce C4)—The selection of employees; trade and performance tests, mental tests, physical examinations. Training and education of employees. Transfers and promotions. The maintenance of discipline and the development of loyalty, methods of compensation, e.g., day and piece rates, bonus and premium plans, profit sharing, etc. Employees' organizations, trade agreements, etc. Given in Chicago, first semester, repeated in the second semester, Sat., 2:15 to 4:15. *Credit, two semester-hours.* Professor Scott.

Seminar in Personnel Administration (Commerce D1)—An advanced course in personnel methods and administration, combining classroom instruction with laboratory and field work in the personnel or employment department of selected business establishments. Open to graduate students and to candidates for the M.B.A. degree in their last year. Given in Evanston. Hours to be arranged. *Credit, four to eight semester-hours.* Professor Scott.

Insurance

DR. HOOD

Life Insurance (Commerce B7)—The aim of the course is to fit men for the life insurance business, as salesmen and executives. Relation of life insurance to other economic agencies; life insurance as a science; principles underlying the making of the contract or policy;

the underlying science of psychology applied to the art of selling. Application of the principles of salesmanship with special reference to the particular problems of the life insurance salesman. Given in Chicago, second semester, Wed., 7:15 to 9:15, and Sat., 2:15 to 4:15. *Credit, four semester-hours.* Dr. Hood.

Organization and Management

PROFESSOR HEILMAN, PROFESSOR DUTTON, MR. JACOBS, MR. OGILVIE

Business Organization I (Commerce B8)—A systematic descriptive survey of the organization and operation of the business, of its typical activities and their relationship to each other. The promotion and financing of the business; forms of organization, line and staff, functional and divisional, the problems and control of production, planning and operation; employment and handling of men; purchasing; traffic; advertising, selling and sales management; banking and credit, credit instruments, collections; accounting—cost accounting, business barometers, executive control through statistics, inspection and supervision. The purpose of this course is to outline in each important field of business the more essential problems and customary methods of procedure and to indicate the relationship of specialized problems, such as purchasing or accounting, to the control and operation of the business as a whole. Given in Evanston, first semester, Mon., Wed., Fri., 8. *Credit, three semester-hours.* Professor Heilman. Given in Chicago, first semester, Wed., 7:15 to 9:15. *Credit, two semester-hours.* Professor Dutton and Mr. Jacobs.

Business Organization II (Commerce C5)—A course primarily analytical in character, dealing with the problems of structure and internal organization of the business: (a) The structure of organization; standards, classification and division of duties, centralization, functionalization and specialization; the staff function and initiative in business; (b) the operation of the organization; planning, supervision, inspection and follow-up, co-ordination, control by records, discipline, leadership, executive control. Given in Evanston, second semester, Mon., Wed., Fri., 8. *Credit, three semester-hours.* Given in Chicago, second semester, Wed., 7:15 to 9:15. *Credit, two semester-hours.* Professor Dutton.

Factory Management (Commerce B9)—Factors affecting location of plant; adaptation of building to process; types of factory building; routing of work; selection and arrangement of machinery; auxiliary departments. Types of organization and special adaptations of each

type; executive control; methods in the Production, Stores, Purchasing, Shipping, Engineering, Cost and other departments; progress records; standardization. Handling of labor, wage systems; time study; selection, discipline, and records; methods of securing the workmen's co-operation. Given in Evanston, first semester, Tu., Th., 8. (With field work.) Open to Commerce students only. *Credit, three semester-hours.* Given in Chicago, first semester, Tu., 7:15 to 9:15. *Credit, two semester-hours.* Professor Dutton.

Office Organization and Management (Commerce B10)—A practical study of principles of organization and management as applied to office and counting-room functions. The work is principally intended for students pursuing courses in business administration, accounting, and secretarial work, and deals with the duties and problems of office executives. Personnel; management; editorial work; human interest; office appliances; correspondence; profit-producing functions of office. Given in Evanston, second semester, Th., 4 to 6. *Credit, two semester-hours.* Given in Chicago, first semester, repeated in the second semester, Tu., 7:15 to 9:15. *Credit, two semester-hours.* Mr. Ogilvie.

Advanced Office Management (Commerce C6)—Training and development of personnel. Use of mechanical appliances for economy and output. Correspondence methods; shorthand and voice-writing; form letters; standard paragraphs; incoming and outgoing mail. Filing systems (correspondence and records): equipment and supplies; principles; methods; practice. Department records: purchasing and storeroom; sales department; credit and collection departments; receiving and shipping departments. General office practice. Given in Evanston. *Credit, two semester-hours.* Mr. Ogilvie.

Psychology

PROFESSOR WEBB, PROFESSOR HOWARD

Business Psychology (Psychology B3)—Psychological principles which have the most direct application to business. Analysis of business practices and an attempt to understand from a psychological standpoint some of the causes of successes and failures in business. Individual students study the actual and also the possible applications in business of such factors as imitation, competition, loyalty, love of the game, and personal differences. Particular attention is paid to advertising and to the selection and promotion of employees. Open to students who have completed General Psychology. Required of

Pre-Commerce students. Given in Evanston, second semester, Mon., Wed., Fri., 11. *Credit, three semester-hours.* Given in Chicago, second semester, Sec. A, Tu., 7:15 to 9:15; Sec. B, Tu. and Th., 6:05 to 7:00; Sec. C, Fri., 7:15 to 9:15. *Credit, two semester-hours.* Professor Webb and Professor Howard.

Psychology—See also Seminar in Personnel Administration, under Industrial Relations. Other courses in Psychology, offered by the Department of Psychology in the College of Liberal Arts, may be elected by Commerce students who can satisfy the prerequisites fixed by the Department.

Statistics

PROFESSOR SECRIST

Statistics and Statistical Methods (Economics C15)—The course systematically develops the principles of statistical methods and shows by means of illustrations and laboratory problems how they apply in the economic and business world. The course follows both the lecture and laboratory methods. Students are required, under the direction of the instructor, to pass judgment upon statistical data already collected, to collect new data, and to apply to them the standard statistical measures. Emphasis is placed on the care and discrimination which are necessary in order to formulate judgments based on statistical data alone, and on the place of statistics in methods of study. Required of Commerce students in their second year. Open to other students who have completed a course in Economics as advanced as the B group. Given in Evanston, first semester, Mon., Tu., Wed., Th., 10. *Credit, four semester-hours.* Given in Chicago, first semester, Th., 7:15 to 9:15. *Credit, two semester-hours.* This course is followed by a course in business barometers during the second semester, meeting on the same night. *Credit, two semester-hours.* Professor Secrist.

Business Statistics (Economics D1)—The application of statistical methods to business and economic problems, particular attention being given to the development and criticism of business barometers. The course constructively considers the business barometers currently issued and criticizes them from the points of view of content, ability to forecast business conditions and their application to particular business problems. Each student is required definitely to take part in the analysis and criticism of business data. Open to students who have completed the course in Statistics and Statistical Methods.

Given in Evanston, second semester, Mon., Wed., Fri., 8. *Credit, three semester-hours.* Professor Secrist.

Business Barometers (Commerce D2)—The application of statistical methods to business and economic problems, particular attention being given to the development and criticism of business barometers. The course constructively considers the business barometers currently issued and criticizes them from the points of view of content, ability to forecast business conditions and their application to particular business problems. Each student is required to develop during the year his own particular business problems, to criticize from his own particular viewpoint the business barometers issued, and constructively to suggest the methods by which barometers may be prepared which will be of service in his own field. The course aims to show how statistical methods are of service in the interpretation of business data for forecasting purposes. Open to students who have completed the course in Statistics and Statistical Methods and to others with the consent of the instructor. Given in Chicago, second semester, Th., 7:15 to 9:15. *Credit, two semester-hours.* Professor Secrist.

Transportation

PROFESSOR VANDERBLUE

The Interstate Commerce Act (Economics C11)—Development of American transportation systems; the economic characteristics of railroads, competitive and non-competitive rate-making; the Interstate Commerce Act, as amended; the causes for the passage of the Act, and the results of its workings; the railroad traffic associations; general characteristics of the rate structure; railroad rates and the problems of plant location and of marketing; milling and fabrication in transit; diversion; routing and tracing; the Administrative and Conference ruling of the Interstate Commerce Commission; the Interstate Commerce Act, and its interpretation. Given in Evanston, first semester, Tu., Th., Sat., 9. *Credit, three semester-hours.* Given in Chicago, first semester, Fri., 7:15 to 9:15. *Credit, two semester-hours.* Professor Vanderblue.

Rate Structure (Economics C12)—The place of the Traffic Department in the railroad organization; the rules of the Interstate Commerce Commission governing the compilation, filing, and publication of tariffs; the Official, Western, and Southern Classifications, and the extent of their application; the interpretation of classifications and of tariffs; Trunk line and Central Freight Association rates;

rates into Southeastern Territory and the Carolinas; the Virginia Cities adjustment; Trans-Mississippi and Trans-Missouri rates; Colorado, Utah, and Montana common points; rates to Southwestern Territory and Texas common points; Transcontinental rates; intra-state and intra-territorial rates; the effect of the Panama Canal on rates and traffic; export and import rates; port differentials and the decisions of the Commission thereon. Given in Evanston, second semester, Tu., Th., Sat., 9. Open to Commerce students only. *Credit, three semester-hours.* Given in Chicago, second semester, Fri., 7:15 to 9:15. *Credit, two semester-hours.* Professor Vanderblue.

SEMINAR AND RESEARCH COURSES

Economic Seminar (Economics DI)—Involves an original investigation, dealing with a phase of a fundamental economic problem related to the probable future business field of the student. Students meet for the discussion of general questions involving the technique of investigation, such as the use of original materials, taking of notes, marshalling of facts. The individual work is done under the direction of a member or members of the faculty. Intended to give the student training in the use of original data and in drawing correct and accurate conclusions based on all of the facts in a limited field of inquiry. *Credit, three to six semester-hours.*

Other Courses

THE LAW SCHOOL

Graduate students in Chicago are also encouraged to supplement the Law courses offered in the School of Commerce by work in the Law School in all cases where further legal training seems essential to the best preparation for a particular career. This applies particularly to the students preparing for Foreign Trade, for whom a thorough training in International and Constitutional Law is indispensable.

COLLEGE OF LIBERAL ARTS

Graduate students in Evanston are encouraged to elect, in the College of Liberal Arts, such graduate courses as will contribute to the efficiency of the student in the line of business for which he is preparing. Credit for such courses will be accepted towards the degree Master of Business Administration, subject to the approval of the Graduate Division of the School of Commerce.

For details concerning courses in the College of Liberal Arts and in other schools of the University consult the Annual Catalog of the University.

Attendance

1919-1920

Graduate students	222
Undergraduate students:	
Full-time Day Courses in Evanston.....	237
Part-time Afternoon and Evening Courses in Chicago	2,382
	<hr/> 2,619
Special Courses—Chicago:	
Summer School, 1919.....	137
Federal Tax Courses, 1919.....	216
	<hr/> 343
Total.....	3,184
Duplicates deducted	82
	<hr/>
Total individual students registered in all courses.....	3,102
Summary:	
Full-time Day Courses.....	241
Part-time Evening Courses.....	2,600
Special Courses	343
	<hr/> 3,184

Registration of Graduate Students

1919-1920

NAME	DEGREE	UNIVERSITY OR COLLEGE
Aldis, Graham	M.A.	Harvard University
Allen, Wayne Henry.....	B.A.	Beloit College
Anderson, Eugene A.....	B.S.	Northwestern University
Angeles, Eugenio N.....	B.A.	Spanish College, Ateneo de Manila
	LL.B.	Philippine University
Apuada, Gerardo Robel....	B.A.	Spanish College, Ateneo de Manila
Armstrong, Amy L.....	B.S.	Northwestern University
Backer, Alfred B.....	LL.B.	University of Michigan
Bainbridge, Thomas M.....	B.A.	University of Wisconsin
Bassett, Thadeus B.....	M.A.	Northwestern University
Batchelor, James H.....	B.A.	Dartmouth College
Batzell, Paul Emil.....	Ph.B.	Syracuse University
Bauman, E. Rexford.....	B.A.	Lawrence College
Beck, Paul Henry.....	M.A.	University of Chicago
Becker, Paul	B.S.	University of Illinois
Bennett, Nancy L.....	B.A.	University of Illinois
Bentley, Glen Irene.....	B.A.	University of Iowa
Berolzheimer, Teresa R....	B.S.	University of Illinois
Bliss, Madalin	B.A.	University of Wisconsin
Bora, Frank William.....	B.S.	Worcester Polytechnic Institute
Bose, Kumudini Kanta.....	B.S.	University of Illinois
Boyd, Alcee I.....	B.A.	New Orleans College
Bruer, Urban Rollin.....	B.A.	Lake Forest College
Brundage, Harry L.....	B.S.	Grinnell College
Buckley, Mabel	B.A.	University of Iowa
Burnham, Alton Cyril.....	B.S.	University of Illinois
Burton, Clifford K.....	B.A.	University of Illinois
Busby, Wesley Greene.....	B.S.	Northwestern University
Button, Ronald Earl.....	B.A.	Northwestern University
Calkins, William Baird.....	Ph.B.	University of Chicago
Campbell, David J.....	B.S.	University of Illinois
Campbell, George W.....	LL.B.	University of Wisconsin
Canady, Frank H.....	B.A.	Harvard University
Casselberry, Hibbard	Ph.B.	Yale University
Caverly, Edward E., Jr.....	B.A.	St. Ignatius College
Caverly, William J.....	B.A.	Loyola University
Chase, Henry Cochrane.....	B.S.	Knox College
Cheel, Harold William.....	Ph.B.	Yale University
Chittenden, Rollin d'E.....	M.A.	University of Denver
Clark, Alexander B.....	B.A.	Princeton University
Clarkson, John Joseph.....	Ph.B.	University of Chicago
Clauson, Frank Lewis.....	B.S.	Northwestern University
Collier, Clarence C.....	Ph.B.	University of Chicago
Conrad, Charles H.....	B.S.	University of Michigan
Cook, Pulaski King.....	B.A.	Dartmouth College
Corkran, Wilbur S.....	C.E.	Delaware College
Cosner, Fae Watson.....	B.A.	Northwestern University
Courtner, Louis F.....	LL.B.	Northwestern University

NAME	DEGREE	UNIVERSITY OR COLLEGE
Crowe, Marie	Ph.B.	University of Chicago
Culver, Alvin Howard.....	B.A., LL.B.	Northwestern University
Curtis, Kenneth	B.A.	University of Wisconsin
Cutler, Evaline G.....	B.A.	University of California
Dady, Margaret M.....	B.A.	Lake Forest College
Dalton, John Ward.....	B.A.	Monmouth College
DeBoth, Jessie Marie.....	B.A.	Ripon College
Denison, John Porter.....	B.A.	Harvard University
DeSwarte, Ralph P.....	B.S.	Northwestern University
Dinsmore, John C.....	Ph.B.	University of Chicago
Dormeyer, William G.....	B.A.	University of Wisconsin
Dowling, Hobart P.....	LL.B.	Cincinnati Law School
Drake, E. Lucile.....	B.S.	Northwestern University
Drew, Hedley Garland.....	B.S.	Dartmouth College
Dudley, Davis	B.M.E.	University of Michigan
Duncan, Carl Irwin.....	B.A.	Missouri Valley College
Eames, Blanche	B.S.	Hamline University
Eek, Lauris Martin.....	B.S.	Northwestern University
Ellison, Wilber Wallace.....	B.S.	Millikin University
Ellsworth, Willard L.....	D.D.S.	University of Pittsburgh
Else, Daniel Henry.....	B.A.	Kansas University
Evans, Savas Ignatius.....	B.C.	International College, Asia Minor
Fairbrother, Guy F.....	Ph.B.	University of Chicago
Fisher, Augustus M.....	B.A.	Lincoln University
Fitzgerald, Charles F.....	LL.B.	Northwestern University
Frank, Irene M.....	B.S.	University of Chicago
Freeman, Henry B.....	M.E.	Cornell University
Freyman, Fred	E.E.	Strelitz, Germany
Fritchey, Paul Bucher.....	B.A.	University of Illinois
Fultz, Harry Trevlen.....	B.S.	University of Chicago
Furness, Thomas F.....	B.A.	Williams College
Garner, Clarence Leon.....	B.A.	Colgate University
Gauerke, Ezra Herman.....	B.S.	Northwestern College
Genzberger, Ruth S.....	Ph.B.	University of Chicago
Gleason, John William.....	B.S.	Worcester Polytechnic Institute
Graetz, Walter Carl.....	B.S.	University of Wisconsin
Gray, Frank Isham.....	B.A.	Wheaton College
Greer, Howard Clark.....	B.A.	Northwestern University
Grenburg, Richard E.....	Ph.G.	University of Illinois
Griffith, Carroll Todd.....	Ph.C.	Northwestern University
Griffith, Frank Leslie.....	B.A.	Lake Forest College
Grove, William Thomas.....	M.D.	Rush College
		St. Louis University
Hagle, Frances I.....	B.A.	Northwestern University
Hall, Clarence F.....	B.A.	University of Michigan
Hallwachs, John F.....	M.A.	Northwestern University
Hansen, Carl Hemming.....	B.S.	Northwestern University
Harvey, James Daniel.....	B.S.	Armour Institute of Technology

NAME	DEGREE	UNIVERSITY OR COLLEGE
Harwood, Thomas A.....	B.A.	Northwestern University
Heald, Robert P.....	B.A.	University of Wisconsin
Heineman, Walter E.....	B.A.	University of Wisconsin
Hermann, Edgar Paul.....	B.A.	University of Illinois
Hillier, Harry Elias.....	B.A.	Olivet College
Himmelblau, Abraham	Ph.B.	University of Chicago
Hoffman, Aaron A.....	B.A.	University of Illinois
Hoffman, Leo H.....	Ph.B., J.D.	University of Chicago
Holcomb, Anne Faye.....	B.A.	Northwestern University
Hostetler, Cassius E.....	B.A.	Manchester College
Hubbell, Irene.....	B.A.	University of Chicago
Hulce, Charles P.....	B.A.	University of Michigan
Huston, Joseph Alfred.....	LL.B.	University of Illinois
Ickel, Raymond J.....	B.L.	Campion College
Jackson, Fred M., Jr.....	B.S.	Birmingham College
Jackson, John Helmar.....	B.A.	Fargo College
Jacobson, Roy Charles.....	B.S.	Northwestern University
Janzen, John Alfred.....	B.A.	University of Minnesota
Johnson, Agnes E.....	B.S.	University of Chicago
Kile, Jessie Jeune.....	M.A.	University of Illinois
Kingsley, Alice S.....	B.A.	Beloit College
Kittleman, Earle B.....	B.S.	Northwestern University
Kramer, J. Howard.....	B.A., LL.B.	Toledo University
Lawrence, Roland Hall.....	B.S.	University of Illinois
Leigh, Maurice C.....	B.S.	Northwestern University
Levy, Irvine Morris.....	B.S.	University of Georgia
Levy, Sidney	Ph.B.	University of Chicago
	LL.B.	Northwestern University
Liddil, F. R.....	B.A.	Northwestern University
Lloyd, Orin Cottrell.....	B.A.	University of North Carolina
Ludiking, Donald R.....	B.A.	Cornell College
Lyman, Elias, Jr.....	B.A.	University of Vermont
	B.A.	Oxford University, England
Mackenzie, John Aeneas....	B.A.	Williams College
MacNamara, Nellie	LL.B.	Northwestern University
Magie, Frank Ogden.....	B.A.	Harvard University
Maher, Lawrence	Ph.B.	University of Chicago
Manheimer, Arthur E.....	B.A., LL.B.	Harvard University
Marcellus, Edward W.....	M.A.	Columbia University
Marshall, Leonard L.....	B.A.	Yale University
Matey, Andrew	B.S.	Pennsylvania State College
May, Grace	B.S.	Northwestern University
McCreary, Robert N.....	Ph.B.	Yale University
McDaniels, Shryock P.....	B.S.	Lewis Institute
McDowell, Ada V.....	M.A.	University of Denver
McLaughlin, Ericsson F....	B.A.	Harvard University
McNulta, Scott	B.A.	University of Illinois
Merrithew, Francis M.B....	B.S.	Tufts College

NAME	DEGREE	UNIVERSITY OR COLLEGE
Miller, Solomon	B.A.	University of Leeds
Mills, Edgar Wendell.....	B.A.	Northwestern College
Milsted, John C.....	Ph.B.	Yale University
Moore, Mildred	B.C.S.	University of Chicago
Munford, Howard M.....	M.A.	Highland Park College (Iowa)
Neal, Earl Stevens.....	M.A.	Cornell University
Needler, Julien H.....	B.S.	University of Illinois
Newton, Stanley	B.A.	Wooster College
Nicholson, Arthur M.....	M.A.	University of Chicago
Nichols, George Leland.....	B.A.	Amherst College
Nicholson, Thomas L.....	B.A.	Wabash College
Nilsen, Peter J.....	B.S.	University of Illinois
Norman, Fred	B.S.	Northwestern University
Norman, Oscar	B.A.	University of Chicago
Olson, Lewis	B.S.	Northwestern University
Page, John Lewis.....	B.S.	Northwestern University
Paine, Frances Raye.....	Ph.B.	University of Chicago
Peake, Frederick B.....	B.A.	Oberlin College
Peterson, Teckla H.....	B.S.	Rockford College
Putman, Russell L.....	B.A.	Oberlin College
Rachofsky, Lester Max.....	B.A.	University of Colorado
Reddersen, Edward E.....	B.S.	University of Illinois
Reisler, Fannie C.....	B.S.	University of Chicago
Reitz, May	LL.B.	Northwestern University
Reynolds, Vera Sarah.....	M.A.	University of Minnesota
Richards, Harry B.....	B.S.	Armour Institute of Technology
Richardson, Mary P.....	B.A.	University of Wisconsin
Riddell, John Tate.....	B.A.	Yale University
Rockwell, Francis W.....	B.A.	Harvard University
Rohde, Frank Edwin.....	B.S.	University of Nebraska
Rosenstiel, Mildred	Ph.B.	University of Chicago
Ross, Samuel M.....	M.E.	Columbia University
Royster, Richard S.....	B.S.	Bradley Polytechnic Institute
Rumsfeld, Herbert W.....	B.S.	University of Kansas
Ryan, Frank J.....	B.S.	Notre Dame University
Ryan, Jesse P.....	B.S.	Pennsylvania State College
Sackley, Rigney J.....	Ph.B.	of J. Notre Dame University
Sands, Charley N.....	B.A.	Illinois Wesleyan University
Schulte, Theodore E., Jr.....	B.S.	New York University
Schultz, Charles W.....	B.A.	Highland Park College
Schwarz, Edward H.....	LL.B.	Northwestern University
Scotes, Donald	B.S.	Northwestern University
See, Oscar F.....	B.A.	University of Cincinnati
Segal, Israel Edward.....	LL.B.	Northwestern University
Sherwood, Emery S.....	B.A.	Oberlin College
Shields, Balford Q.....	B.S.	Kansas State Agricultural College
Shorney, George H.....	B.S.	Columbia University

NAME	DEGREE	UNIVERSITY OR COLLEGE
Silberberg, Herman H. R.	E.E.	Polytechnic Institute, Strelitz, Germany
Skog, Ludvig Levin.	M.E.	Trandhjem, Norway, Technical University
Slakis, Anthony A.	LL.B.	Northwestern University
Soukup, Edward T.	Ph.B.	University of Chicago
Southworth, Raymond G.	B.S., LL.B.	Northwestern University
Spurgin, William H.	B.S.	Illinois Wesleyan University
Steele, Clay Evans.	B.A.	University of Wisconsin
Stone, Carrington H.	B.S.	University of Wisconsin
Stone, Ruth I.	B.A.	Cornell University
Swett, Donald Monroe.	Ph.B.	University of Chicago
Swett, William Stone.	B.S.	Beloit College
Tharp, Claude R.	LL.B.	Washington University
Thornton, Charles L. M.	B.A.	Beloit College
Thornton, Marion L.	B.A.	Northwestern University
Trader, Harrold.	B.A.	Leland Stanford Junior University
Trbojevich, Nikola.	M.E.	Royal Technical University, Budapest, Hungary
Tufts, Helen Angeline.	B.A.	University of Wisconsin
Tunnell, Victoria S.	B.S.	Howard University
Ubaldo, Daniel.	LL.B.	Indiana Law School
Uhlir, Arthur.	B.S.	Armour Institute of Technology
Vaile, Robert Brainard.	Ph.B.	University of Michigan
Van Cleve, Charles F.	B.A.	Ohio Wesleyan University
Varkala, Joseph P.	Ph.B.	University of Chicago
Vernon, Grace H.	B.A.	Northwestern University
Webb, Edgar Hedges.	LL.B.	University of Kentucky
Whitehead, Joseph H.	B.S.	Lewis Institute of Technology
Whittet, James Lowell.	B.A.	University of Wisconsin
Williams, Albert Ross.	B.A.	Earlham College
Williams, Ethel G.	B.A.	Northwestern University
Williams, Herbert F.	B.S.	Beloit College
Wood, Clad Wilburn.	B.A.	University of Michigan
Woods, Charles Hiram.	LL.B.	Ohio State University
Wright, Mignon G.	B.L.	University of Wisconsin



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